



**Town of Arlington, Massachusetts**  
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## **Council on Aging Minutes 12/16/2004**

MINUTES (approved at the January 20 mtg.)

Lynne Larkin, Chair  
 Elizabeth McGaffigan, Vice-Chair  
 Shirley Chapski, Secretary

Place and Time of Meeting: Arlington Senior Center, 27 Maple St., Arlington, 7:30 p.m. Members Present: Lynne Larkin, Elizabeth McGaffigan, Robert Carey, Harry McCabe and Shirley Chapski. Absent: Mildred Hurd, Ruth Palumbo, Mara Klein Collins Others Present: John Jope, COA Executive Director, Charles Schwab, President, Arlington Seniors Association, Inc., Joyce Killingsworth and Robert Tosi, Jr., Member of the Arl. Finance Committee Quorum Identification/Call to Order: Lynne Larkin, Chair, presided and called the meeting to order at 7:30 p.m. Shirley Chapski, Secretary, kept the minutes. A quorum of five was present.

Minutes of the November 18, 2004 Meeting: Harry moved to receive the minutes of the October 14, 2004 meeting; Elizabeth seconded; all in favor. Harry moved to approve the minutes for purposes of discussion, Shirley seconded. There being no corrections to the minutes, all voted in favor to approve the minutes.

Executive Director's Report: The Executive Director's Report is attached hereto and made a part of the minutes. The following additional items were discussed: • John will be on vacation from, Dec 18 until the beginning of Jan. • John reviewed the monthly accounts explaining that under Elder Affairs the figure, \$20,235, for salaries and wages might seem high but that is how the figures come in and will straighten out around the 10th month of the fiscal year. Under Scholarship Funds – Medical Appointment Subsidy: there is less than \$1200 remaining. Harry asked if it would be possible to group all transportation items under one heading and call it the "Transportation Program." Lynne asked that transportation questions be deferred until later in the meeting when the report from the committee on Dial a Ride is discussed. • The State Legislature increased the Formula Grant for Elder Affairs by 10% starting Jan 1 for the rest of the fiscal year. The increase will be used to restore 5 hours (from 27 to 32) to the Social Worker. • John distributed the "Plan Accounting Report of the Sevoyan Charitable Trust" which covers the period 11/1 to 11/30/04.

### **UNFINISHED BUSINESS**

• FY 2006 Budget Request: Lynne reviewed the status of the budget requests memo reminding the board that at last month's meeting a letter incorporating John's budget request items, signed by the board members, was to be sent to the Finance Committee. This has not happened. A revised memo dated 12/16/04 gives greater detail and Harry said that with some minor corrections, the revised memo will work and he offered to write a letter which will include John's budget items. Lynne proposed that John write an introductory paragraph which explains the COA's mission and beliefs and why it is important that we be listened to.

• Dial-a-Ride Contract Renewal for FY2006: The new contract with Arllex Cab goes into effect Jan 1, 2005. The new rate of \$7.50 each way represents an increase of \$1.50 over the former rate of \$6 each way. Bob reported that the Dial-a-Ride Committee recommends an increase in fee from \$2 to \$3 each way to be paid by the rider. John suggested the increase to the client become effective Feb 1, 2005 to allow the change in fee to be published in the Jan newsletter and in The Advocate. The town's portion will increase from \$4.00 to \$4.50. Shirley moved to accept the report and the changes therein; Bob seconded. Harry moved to change the wording from "accept the report" to "recommend the report." John said the contract increase was already in place and what we are voting on is the increase to be paid by the rider. Harry withdrew his motion. Shirley moved to increase the fee to be paid by the rider effective February 1, 2005; Bob seconded; all in favor. • Pot Luck COA/ASA Supper: Charles Schwab reported that the ASA Board at its December 5 meeting voted to join with the COA in holding a pot luck supper. The agreed upon date is Jan 27 (alternate date is Feb 3); the time is 6:30 pm and we will try to reserve the Whittemore Robbins House. After discussion, it was agreed to limit attendance to board and staff. Charles also talked about having an entertainer and the board agreed to the suggestion. Charles and Shirley will continue working on this event.

• Job Description: COA Associate Member: A draft of the Associate Members job description with Harry's corrections was distributed

and after discussion, Harry moved to approve the document, as corrected, Shirley seconded, all in favor. Shirley will retype the job description for distribution at the next meeting.

#### OTHER REPORTS:

- COA Representative/Liaison to Minuteman Senior Services: Harry reported that Minuteman's board approved a 3% raise for its employees and that the corporation is considering moving, perhaps within the same complex. They are currently negotiating with the landlord who has offered to renovate their present facility and also supply new furniture. John said that it would be nice if we could get some of their used furniture for the COA lobby which is presently unfurnished. John will follow up on this possibility.

- COA Representative/Liaison to ASA: No report.

- ASA Representative to COA: Charles Schwab reported that the ASA had applied for a grant from the Boyington Foundation to pay for computer class instruction and equipment but it was awarded to someone else. Charles said the process was a good experience and they will try again at a future date. The ASA Annual Christmas Party on Friday, Dec 10, had an unexpected turnout of 125 seniors – a big success.

- S.A.L.T. Committee: No report.

- Sevoyan Bequest Committee: Harry reported that the committee met on Tuesday, December 14, but did not have a quorum. However, there is a consensus favorable to the idea of providing supplementary money from the Sevoyan Charitable Trust Fund for the transportation program– no amount specified. The committee will need John to provide information on all of the COA transportation programs and his requirements for support. There was agreement to use the Sevoyan Dental Subsidy Program format for the proposed Sevoyan transportation subsidy fund so we can be consistent. The next meeting of the Sevoyan Bequest Committee is scheduled for Tues, Jan 11, at 7 p.m. Harry will send out notices of the meeting.

- Pay As You Throw Committee: Elizabeth spoke about the report recently submitted by the PAYT Committee to the Board of Selectman and distributed copies of Table 1: Overview of Options from the report. She said the committee's task was not to come up with recommendations but to investigate options, look into what worked for other towns and what didn't. Lynne said our perspective is how it impacts the elderly and Elizabeth said that the report contains the possibility for a reduced rate for seniors. Harry suggested we put the issue of how the elderly population will be impacted by changes in trash management on our agenda before April for discussion and recommendation.

- Joint ASA/COA Fundraising Committee Update: Lynne reminded the board that this committee was formed in Oct 2003 with Mara Klein Collins, Sheri Baron, Harry McCabe and Charles Schwab. Since that time there has been no action or reports. Consequently, Lynne felt, and it was agreed, that this item be taken off the agenda for the present.

#### NEW BUSINESS:

Mara by email informed the members that for personal reasons she will not be able to attend Thursday meetings for a while and offered to resign if the board wished. Lynne moved that we ask Mara to resign from the board and extend an offer that she become an Associate Board Member if she so desires. Harry seconded the motion; all voted in favor. Lynne will phone Mara of the board's decision and offer.

There being no further business to come before the meeting, Harry moved to adjourn, Shirley seconded; all in favor.

Adjourned at 8:35 p.m.  
Shirley Chapski, Secretary

Date of next Regular Meeting, January 20, 2005 at 7:30 p.m.